

# Memo

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**To:** Mayor and Council  
**From:** Shirley A. Freeman *SAS*  
**Date:** May 26, 2010  
**Subject:** Fiscal Year 2011 Budget – Second and Final Reading

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Town of Bluffton  
20 Bridge Street  
PO Box 386  
Bluffton, SC 29910  
843.706.4500  
843.757.6720 (fax)

**Recommendation:** The attached Fiscal Year 2011 budget ordinance be approved on final reading.

**Summary:** All changes resulting from the May 25, 2010 meeting are incorporated. Section 5. Contracts limits Town Manager's contract authority to \$100,000.

**AN ORDINANCE OF THE TOWN OF BLUFFTON  
ORDINANCE NO. 2010-  
FISCAL YEAR 2011 BUDGET**

**TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE  
30, 2011; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO  
EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE  
BUDGETARY CONTROL OF THE TOWN'S FISCAL AFFAIRS.**

**BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE  
TOWN OF BLUFFTON, SOUTH CAROLINA:**

**SECTION 1. APPROPRIATION.**

Funds are hereby appropriated as shown in the Consolidated Budget, which document is incorporated for reference as Attachments A, B, C, and D hereto, establishing a Consolidated Budget of \$18,665,810 consisting of the General Fund budget of \$10,451,270; the Capital Improvements Program Fund of \$6,731,940; and the Debt Service Fund of \$1,482,600.

**SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.**

A tax to cover the period from July 1, 2010, through June 30, 2011, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 35.7 mills and a debt service fund levy of 2.3 mills for at a total levy of 38 mills.

**SECTION 3. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.**

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2011 appropriations.

Fiscal Year 2010 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

**SECTION 4. TRANSFER OF FUNDS.**

The Town Manager or his designee is authorized to transfer funds within operating accounts. No such transfer shall exceed the approved budget in each fund.

## **SECTION 5. CONTRACTS.**

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$100,000 shall be subject to Council approval.

## **SECTION 6. RATE OF EXPENDITURES.**

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

## **SECTION 7. RESERVE FUNDS.**

The following Designated Reserve Fund is established and fully funded:

**Emergency Recovery Fund** – This fund shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year General Fund amount. For Fiscal Year 2011, this amount is established as \$1,567,691.

## **SECTION 8. TAX ANTICIPATION NOTES (TANs)**

As permitted by Article X, Section 14, of the Constitution of the State of South Carolina, 1895, as amended and Section 11-27-40, Code of Laws of South Carolina, 1976, as amended, the Council is hereby empowered to authorize the issuance of tax anticipation notes in an aggregate principal amount not exceeding \$5,000,000 (the "TANs") in anticipation of the collection of taxes imposed and levied by this Ordinance. The TANs may be issued at any time or from time to time during 2010/2011; shall be issued pursuant to a Resolution adopted by Council; may be issued in bearer form or fully registered form upon such terms and conditions as prescribed in such Resolution; shall be issued in the principal amounts, mature and bear interest as prescribed in such Resolution; may be sold by negotiated or public sale upon such terms and conditions as the Council prescribes in the Resolution.

## **SECTION 9. SEVERABILITY.**

Should any section, phrase, sentence or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

**SECTION 9. EFFECTIVE DATE.**

This Ordinance shall be effective on July 1, 2010.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
BLUFFTON ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010.**

\_\_\_\_\_  
Lisa Sulka, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Lunceford, Town Clerk

First Reading: May 11, 2010  
Public Hearing: June 8, 2010  
Second Reading: June 8, 2010



**TOWN OF BLUFFTON  
GENERAL FUND REVENUES  
FOR THE YEAR ENDING JUNE 30, 2011**

Attachment A  
Dated: May 11, 2010

	FY 2010 Estimated Actual	FY 2010 Amended Budget	FY 2011 Proposed Budget
<b>Revenues</b>			
<b>Property Taxes</b>	\$ 4,150,000	\$ 3,975,125	\$ 3,837,950
<b>Licenses &amp; Permits</b>			
Franchise Fees (Electric, gas, water, telephone, cable )	\$ 1,030,000	\$ 1,010,000	\$ 1,030,000
Business licenses	1,200,000	1,300,000	1,200,000
MASC Telecommunications	100,000	112,800	95,000
MASC Insurance Tax Collection	935,000	1,000,000	975,125
Building Safety Permits	400,000	534,725	401,600
Administrative Fees	88,000	138,000	138,000
Fee In Lieu of Taxes	70,000	70,000	140,000
Application Fees	60,000	60,000	55,000
Total Licenses & Permits	\$ 3,883,000	\$ 4,225,525	\$ 4,034,725
<b>Intergovernmental</b>			
<b>State Shared Revenues</b>			
Local Government Fund	\$ 129,259	\$ 133,285	\$ 113,745
Alcohol Tax	44,800	44,800	46,125
Federal Grants	206,595	795,000	182,155
State Grants	21,825	21,820	19,850
Total State Shared Revenues	\$ 402,479	\$ 994,905	\$ 361,875
<b>Other Local Governments</b>			
School Resource Officer	\$ 95,000	\$ 95,000	\$ 170,000
School Crossing Guard	32,150	32,150	66,500
Total Other Local Governments	\$ 127,150	\$ 127,150	\$ 236,500
Total Intergovernmental	\$ 529,629	\$ 1,122,055	\$ 598,375
<b>Service Revenues</b>			
Garbage fees reimbursements	\$ 20,000	\$ 25,000	\$ 10,000
Contract Police Services	89,060	89,060	69,750
Impact Fee Collection Fee	16,500	24,500	16,720
Development Fees	226,440	276,440	289,750
Total Sales and Service	\$ 352,000	\$ 415,000	\$ 386,220
<b>Fines &amp; Fees</b>			
Municipal Court	\$ 250,000	\$ 250,000	\$ 250,000
Victims Assistance	30,000	30,000	30,000
Total Fees and Fines	\$ 280,000	\$ 280,000	\$ 280,000
<b>Other Revenues</b>			
Miscellaneous	\$ 70,000	\$ 15,000	\$ 70,000
Rental Income	20,000	35,000	20,000
Interest Income	20,000	20,000	20,000
Total Miscellaneous	\$ 110,000	\$ 70,000	\$ 110,000
Total Revenues	\$ 9,304,629	\$ 10,087,705	\$ 9,247,270
<b>Transfers In From:</b>			
State Accommodations Tax	\$ 29,000	\$ 31,245	\$ 29,000
Hospitality Tax	500,000	500,000	500,000
Municipal Development Improvement Fees	250,000	250,000	225,000
Stormwater Utility Fees	450,000	450,000	450,000
Tax Increment Financing	100,000	100,000	-
Prior Year Fund Balance	-	-	-
Total Transfers	\$ 1,329,000	\$ 1,331,245	\$ 1,204,000
Total Revenues and Transfers In	\$ 10,633,629	\$ 11,418,950	\$ 10,451,270
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 10,633,629</u>	<u>\$ 11,418,950</u>	<u>\$ 10,451,270</u>



TOWN OF BLUFFTON  
GENERAL FUND EXPENDITURES  
FOR THE YEAR ENDING JUNE 30, 2011

Attachment B  
Dated: May 26, 2010

Department	FY 2010 Estimated Actual	FY2010 Amended Budget	FY 2011 Proposed Budget
Legislative	\$ 135,275	\$ 125,275	\$ 109,275
Executive	492,790	498,310	331,235
Human Resources	-	-	197,400
Non-Departmental	1,061,225	1,071,942	1,172,525
Information Technology	530,305	616,205	521,140
Finance	595,005	615,960	577,900
Municipal Court	257,665	262,265	264,715
Municipal Judges	49,060	49,060	48,155
Growth Management Administration	405,447	408,837	346,030
Planning & Environmental Sustainability	1,684,485	1,797,640	911,270
Construction & Compliance	1,025,450	1,089,105	1,016,170
Environmental Protection	111,078	111,078	-
Facilities/Asset Management	754,465	758,565	932,930
Engineering	611,345	617,525	633,560
Police	3,312,010	3,397,183	3,388,965
	<u>\$ 11,025,605</u>	<u>\$ 11,418,950</u>	<u>\$ 10,451,270</u>



**TOWN OF BLUFFTON  
CAPITAL IMPROVEMENTS PROGRAM  
FOR THE YEAR ENDING JUNE 30, 2011**

Attachment C  
Dated: May 26, 2010

PROJECT	Amended FY 2011 Budget	FUNDING SOURCES					
		GO Bond	SWU Fees	Hospitality Fee	Grants	Other	Description of Other Funding
PATHWAYS							
BIS PATHWAYS (NEXT PHASE)	\$ 100,000	100,000					
TOTAL PATHWAYS	\$ 100,000	100,000	-	-	-	-	
STORMWATER							
VERDIER COVE DRAINAGE BASIN	\$ 100,000		100,000				
STORMWATER DRAINAGE IMPROVEMENTS	\$ 400,000		400,000				
"319" GRANT (CAPITAL WORK)	\$ 425,000		143,920		281,080		
TOTAL STORMWATER INITIATIVES	\$ 925,000	-	643,920	-	281,080	-	
SEWER & WATER							
BUCK ISLAND SEWER: PHASE I	\$ 600,000		100,000		350,000	150,000	TBD
BUCK ISLAND SEWER: PHASE II	\$ 635,000		100,000		375,000	160,000	TBD
TOTAL SEWER & WATER	\$ 1,235,000	-	200,000	-	725,000	310,000	
ROADWAY IMPROVEMENTS							
BLUFFTON PARKWAY - PHASES III & IV	\$ 643,800					643,800	Infrastructure
BUCKWALTER PARKWAY WIDENING	\$ 96,200					96,200	Infrastructure
TOTAL ROADWAY IMPROVEMENTS	\$ 740,000	-	-	-	-	740,000	
OLD TOWN IMPROVEMENTS							
MAY RIVER & BRUIN ROAD STREETScape (Phase I)	\$ 239,000			139,000	100,000		
MAY RIVER & BRUIN ROAD STREETScape (Phase II)	\$ 100,000			100,000			
NSP AFFORDABLE HOUSING	\$ 202,940				202,940		
TOTAL OLD TOWN IMPROVEMENTS	\$ 541,940	-	-	239,000	302,940	-	
PARK DEVELOPMENT							
PARKS & RECREATION IMPROVEMENTS	\$ 25,000			25,000			
DUBOIS PARK (PHASE I)	\$ 80,000			80,000			
TOTAL PARK DEVELOPMENT	\$ 105,000	-	-	105,000	-	-	
TOWN FACILITIES							
LAW ENFORCEMENT CENTER	\$ 3,085,000	3,085,000					
TOTAL TOWN FACILITIES	\$ 3,085,000	3,085,000	-	-	-	-	
GRAND TOTAL	\$ 6,731,940	\$ 3,185,000	\$ 843,920	\$ 344,000	\$ 1,309,020	\$ 1,050,000	



TOWN OF BLUFFTON  
DEBT SERVICE FUND  
FOR THE YEAR ENDING JUNE 30, 2011

Attachment D  
Dated: May 11, 2010

Description	FY 2010 Estimated Actual	FY 2010 Amended Budget	FY 2011 Proposed Budget
<b>Revenues</b>			
TIF District Property Tax	\$ 880,000	\$ 880,000	\$ 888,000
Real and Personal Property Taxes (LEC)	-	-	256,430
Investment Income	30,500	30,500	20,000
Municipal Improvement District Fees	148,500	148,500	151,500
Debt Service Fund Balance Transfer - TIF	43,300	43,300	36,200
Transfer from General Fund - Law Enforcement Center	-	-	109,572
Transfer from General Fund - Roof	21,800	21,800	20,898
<b>Total Revenues</b>	<b><u>\$ 1,124,100</u></b>	<b><u>\$ 1,124,100</u></b>	<b><u>\$ 1,482,600</u></b>
<b>Expenditures</b>			
GO Bond 2010 Law Enforcement Center	\$ -	\$ -	\$ 235,059
GO Bond 2010 Reserve - Law Enforcement Center	-	-	128,300
Other Charges	13,770	13,770	12,640
Series 2005 & 2006 TIF Bonds	1,088,530	1,088,530	1,085,703
Series 2002 General Obligation Bond - Roof	21,800	21,800	20,898
<b>Total Expenditures</b>	<b><u>\$ 1,124,100</u></b>	<b><u>\$ 1,124,100</u></b>	<b><u>\$ 1,482,600</u></b>